

## **Wage Increase & Residency Information**

### **FAQs – 6/25/14 (r. 10/09/14)**

*The information included in this FAQs section is provided for informational purposes only. DER reserves the right to modify this information at any time for any reason consistent with provisions of the 2014 Salary Ordinance, Part II, Section 2(b). Please check back for periodic updates.*

**1. Who does the wage increase recently approved by the Common Council apply to?**

The 1% salary increase approved by the Common Council applies to eligible non-represented City employees and employees represented by the following certified labor unions: Staff Nurses Council, TEAM, and Plumbers Local 75. For eligibility definition please see Question #3 below.

Please note that the wage increase does not apply to employees in the classifications of Election Inspector, Chief Inspector, and Municipal Court Commissioner; employees represented by MPSO, MPA, and Local 215; members of Boards and Commissions unless otherwise authorized by a footnote (Section X of the Salary Ordinance); Elected Officials (Section XI of the Salary Ordinance); and employees of the Employees' Retirement System whose compensation is determined by the Executive Director and/or the Annuity and Pension Board.

**2. What will eligible employees receive as a result of the Common Council action?**

Eligible employees will receive a wage increase of 1% effective Pay Period 14 of 2014 (June 22nd). To be eligible for the increase, the employee must be a resident of the City of Milwaukee. Employees who establish residency outside the City of Milwaukee on or after June 22nd will no longer be eligible for this wage increase effective the pay period following the change in residency status.

In addition, eligible employees will receive a lump-sum, non-pensionable, non-base building payment of 1% of wages earned between PP 2 and PP 13 of 2014. The specific details of this payment can be found in Part II, Section 2b, of the Salary Ordinance. In general, this payment will be based upon an employee's wages earned during a period of continuous City of Milwaukee residency commencing on or after PP 2 through PP 13 of 2014. Eligibility for this payment will also be contingent upon active employment and continued City of Milwaukee residency through the end of PP 26 of 2014.

**3. How soon do I have to report a change of address to my Department?**

Departmental work rules require employees to report an address change within 72 hours of the change. This includes following your Departmental procedure regarding address change reporting in the payroll system and completion of the Residence Statement form. Payroll Clerks will send copies of Residence Statement Forms for those employees who reside outside of the City of Milwaukee to **DER Certification Section**. Employees who fail to comply with this reporting requirement may be subject to disciplinary action.

Employees of the Milwaukee Fire and Police Departments are also required to report address changes within 72 hours in compliance with Fire and Police Commission Rule XIV.

**4. If an employee is a temporary, provisional or emergency appointment (no civil service status), is he eligible to receive 1% increase if he/she lives in the City?**

The official rates of pay for positions in the City of Milwaukee are authorized in the Salary Ordinance. Therefore, the rates of pay for eligible employees with temporary, provisional, or emergency appointments will be in accordance with the respective Salary Ordinance provisions for City of Milwaukee residents and non-residents. Individuals holding temporary, provisional, or emergency appointments who are not otherwise employees of the City are not eligible to receive the lump sum payment in 2015.

**5. If I separate/retire from the City before the end of the year, what do I lose?**

Separated/Retired individuals are not "employees" and are therefore, not eligible for the lump-sum, non-pensionable, non-base building payment to be paid in February of 2015.

**6. As a City employee, what will happen to me if I move out to the suburbs next month?**

Eligibility for the 2014 wage increase is contingent upon City of Milwaukee residency. Employees who after receiving the wage increase establish residency outside of the City of Milwaukee will no longer be eligible for the increase effective the pay period following the change in residency status. Employees who don't maintain City of Milwaukee residency through PP 26 of 2014 are not eligible for the lump sum payment.

7. **If employees want to request a temporary hardship exception from the Civil Service Commission should they complete a “Finding of Necessity” form to get approval from the Civil Service Commission?**  
No, a “Temporary Hardship” form rather than the “Finding of Necessity” form should be completed by employees who have already established residency in the City of Milwaukee who need to request permission to live outside of the City of Milwaukee for a temporary period due to a hardship. These employees must seek approval from the City Service Commission in advance. The Commission will require the employee to demonstrate/document his/her intention to re-establish residency within the City of Milwaukee as soon as possible. Temporary hardships are generally related to an employee’s immediate need to move outside of the City of Milwaukee for a short period of time to take care of family or personal emergencies. The “Temporary Hardship” form is available at: [www.milwaukee.gov/der/Forms](http://www.milwaukee.gov/der/Forms) (#55).
8. **Are employees who receive approval of a hardship exception from the City Service Commission eligible to receive the increase and/or the lump sum payment?**  
Eligible employees who receive approval of a hardship exception from the City Service Commission to move outside of the City of Milwaukee for a temporary period due to a hardship may be eligible for the wage increase and/or lump sum payment as determined by DER.
9. **If a non-city resident employee is hired in August, 2014 and the employee moves into the City a month later, will his/her salary increase by 1%? If so, when? And will the employee receive a lump sum payment? The employee will receive the salary authorized in the Salary Ordinance for residents effective the pay period after the Residence Statement form has been submitted to the payroll unit and City residency has been verified. This employee is ineligible for the lump sum.**
10. **If a new non-city resident employee started in February and moved into the City in March, will there be a lump sum payment?**  
Yes, the lump sum will be prorated and calculated from the pay period after the employee reported the new City address and City residency was verified.
11. **When is the wage increase effective and which pay check will include the increase?**  
The wage increase for eligible employees will be effective Pay Period 14, June 22, 2014. It is anticipated that the wage increase will be implemented in Pay Period 16 and reflected on the August 14<sup>th</sup> check.
12. **When will the retro check for pay periods 14 – 15 appear on the pay check?**  
It is anticipated that the retro amount for Pay Period 14 – 15 will be paid on September 11, 2014. The retro amount is listed as “**STRAIGHT\$CY RETRO – PENSIONABL**” on the pay stub.
13. **When will the lump sum be paid?**  
The lump sum will be paid to eligible employees in February of 2015. This payment will be taxable income for 2015.